

Training Opportunities						
						REV 1/3/2017
On-Going State Resource						
Date/ Time	Course Title	Course Fee	Contact to Register	Location	Target Audience	Description/Purpose
On-going Self- Paced	<b>*Featured*</b> State Library - LearningExpress Library	\$0*	State Library of Kansas (SLK) - <b>Sarah Tenfelde-Dubois</b> at: <a href="mailto:Sarah.Tenfelde-Dubois@ks.gov">Sarah.Tenfelde-Dubois@ks.gov</a>	Online	All Employees	<p>LearningExpress Library is a system of online tutorials, ebooks, and other materials funded and made available to all Kansans by the State Library of Kansas. State employees will be most interested in the software tutorials available in this product (certificate on completion), but please note this contains a “Center” for various learning audiences. Practice tests for the Praxis, Law Enforcement, ACT/GED/GRE, and more occupational or entrance exams are available to all Kansans. Visit <a href="http://kslib.info/LEL">http://kslib.info/LEL</a> and register for your personal account and use these materials.</p> <p><u>Courses Offered include:</u> Adobe Dreamweaver, Adobe Flash, Adobe Illustrator, Adobe Photoshop, Microsoft Access, Microsoft Excel, Microsoft Outlook, Microsoft PowerPoint, Microsoft Project, Microsoft Publisher, Microsoft SharePoint Designer, Microsoft Visio, Microsoft Word, and Windows and Mac Operating Systems Course; Writing Skills for the Workplace; Math Review</p>
On-going Self-paced	State Library - Universal Class	\$0*	State Library of Kansas (SLK) - <b>Sarah Tenfelde-Dubois</b> at: <a href="mailto:Sarah.Tenfelde-Dubois@ks.gov">Sarah.Tenfelde-Dubois@ks.gov</a>	Online	All Employees	<p>Universal Class is a system of online courses in over 500 topics, funded and made available to all Kansans by the State Library of Kansas. Join a full course for instructor interaction, assignments, and Continuing Education credits upon completion; or just watch (audit) the lecture videos to brush up on a topic. Visit <a href="http://kslib.info/uclass">http://kslib.info/uclass</a> and register for a personal account to join or audit a course.</p> <p><u>Courses Offered include:</u> Adobe Dreamweaver, Adobe Flash, Adobe Illustrator, Adobe Photoshop, Microsoft Access, Microsoft Excel, Microsoft Outlook, Microsoft PowerPoint, Microsoft Project, Microsoft Publisher, Microsoft SharePoint Designer, Microsoft Visio, Microsoft Word, and Windows and Mac Operating Systems Course; Writing Skills for the Workplace; Math Review</p>
On-going Self- Paced	The Employee Assistance Program (EAP) offering: Personal Counseling, Legal Advice and Discounts, Personal Money Marnagement Advice, Work-Life Solutions, Monthly Webinars and More!	\$0*	Employee Assistance Program (KDHE) - <b>Shannon Elwell</b> at: <a href="mailto:selwell@ks.gov">selwell@ks.gov</a> or <b>Alec Hawley</b> at: <a href="mailto:ahawley@compsych.com">ahawley@compsych.com</a>	Online	All Employees	<p>Compsych is the provider for the Employee Assistance Program (EAP) services for the State Employee Health Plan (SEHP). The EAP has Guidance Experts to give you someone to talk to, offer expert financial and legal advice when you need it, help you discover your best financial options, assist in finding elder and child care, and even someone to delegate to help you with your "to-do" list. There are also monthly webinars, articles, podcasts, videos and e-books over popular work-life topics available at no cost.</p> <p>Call 1.888.275.1205 Option 7 or go online at <a href="http://www.guidanceresources.com">www.guidanceresources.com</a> (For first time users-Web ID: SOKEAP) to get access to timely, expert information on thousands of topics, including relationships, work, school, children, wellness, legal, financial and more.</p>
On-going Self- Paced	IT Security Awareness Training (ID# 1059437)  HIPAA: An Overview (ID# 1041019)  KS New Employee Orientation (NEO) Course (ID# 1051574)	\$0*	<p>Kansas Department of Health &amp; Environment (KDHE) -</p> <p>Visit <a href="http://ks.train.org">http://ks.train.org</a>, register/login, and look up by Course ID#</p>	Online	All Employees	<p><u>IT Security Awareness</u> This online training presents information necessary for IT system managers, administrators, and users to demonstrate awareness of system security requirements and discuss user's responsibility to protect IT systems and data.</p> <p><u>HIPPA: An Overview</u> This online training describes the Health Insurance Portability and Accountability Act of 1996, discussing the Privacy Rule and its purpose. It will train the user on determining when private information can or cannot be disclosed, and explain how HIPAA and the Privacy Rule affect public health practice and research.</p> <p><u>New Employee Orientation</u> Provides necessary vital information to newly hired employees regarding benefits, policies, procedures and expectations.</p>
On-going Schedule by Appointment	Inappropriate Behavior and the Inclusive Workplace	\$0*	Kansas Human Rights Commission (KHRC) - <b>Ruth Glover</b> at <a href="mailto:ruth.glover@ks.gov">ruth.glover@ks.gov</a>	By Appointment	All Employees	The presentation includes a definition of an inclusive workplace, a review of why an inclusive workplace is important, discussion of workplace harassment, including sexual harassment, and behavior that, although it does not meet the definition of harassment, is still inappropriate in the workplace. Includes numerous examples of harassing behavior and inappropriate behavior. Includes a video on sexual harassment. Can include an optional quiz, acknowledgement of training form, and/or video on diversity.

On-going Schedule by Appointment	Records Management 101	\$0*	Kansas Historical Society (KSHS) - <b>Ryan Leimkuehler</b> at: <a href="mailto:rleimkuehler@kshs.org">rleimkuehler@kshs.org</a> or <b>Megan Rohleder</b> at: <a href="mailto:mrohleder@kshs.org">mrohleder@kshs.org</a>	By Appointment	Records Officers or Designees; All Employees	This course covers the basic information needed for records managers, Records Officers, or designees revising retention schedules for their agencies. The course also walks attendees through why records management is important, legal requirements, paper and electronic records, the State Records Board, and Electronic Records Committee. The course concludes with a hands on workshop designed to introduce attendees to revising and constructing retention schedules and helpful advice on how to start revisions of their agency's schedule.
On-going Schedule by Appointment	Shared Drive Clean Up	\$0*	Kansas Historical Society (KSHS) - <b>Ryan Leimkuehler</b> at: <a href="mailto:rleimkuehler@kshs.org">rleimkuehler@kshs.org</a> or <b>Megan Rohleder</b> at: <a href="mailto:mrohleder@kshs.org">mrohleder@kshs.org</a>	By Appointment	All Employees	This course covers the basics of cleaning up an agency or division shared drive. The course walks attendees through the process of how to identify what records are in the shared drive, who created them, retention requirements, and programs/software that will identify duplicate records and will clean up space for future use. The course will include a hands on demonstration of software used by the Historical Society in managing a shared drive.
On-going Self-Paced	FMLA Supervisory Training	\$0*	KS Department of Administration (KDoA) -  <a href="http://da.ks.gov/ps/training/fmla/">http://da.ks.gov/ps/training/fmla/</a>	Online	Supervisors	In this online course, participants will be given the information necessary to better understand and apply the regulations outlined by the Family and Medical Leave Act (FMLA). This course is designed to give a general understanding of FMLA law and practical guidance on its administration. More specifically, participants will learn how their role as a supervisor is important in ensuring proper management of the law.  The FMLA Supervisory Training is accessible on the Dept of Administration's website: <a href="http://da.ks.gov/ps/training/fmla/">http://da.ks.gov/ps/training/fmla/</a>

Please provide the employee's ID, full name and email address when requesting course registration. Accommodations are arranged and covered by the employee's agency.  
**\*Any costs associated with providing this training are underwritten by the hosting agency. Individual agencies are responsible for their employees travel expenses.**

January 2017 Course Information						
Date/ Time	Course Title	Course Fee	Contact to Register	Location	Target Audience	Description/Purpose
1/6/2017 10:30 AM to 11:30 AM	Great Minds	\$0*	KS Dept. of Admin (KDoA) <b>Craig Kibbe</b> at: <a href="mailto:craig.kibbe@ks.gov">craig.kibbe@ks.gov</a>	Landon State Office Building, Conference Room 560	All Employees	Collaborative discussions aimed to develop and connect our State of Kansas Workforce. The topic/article will vary from month to month, but generally involves leadership, innovation, communication or other trending workplace issues. Sessions occur the first Friday of each month at the same time and location. Register ahead to receive a link to the article that will be discussed. Please receive your supervisor's permission to attend.
1/09/2017 8:30 AM to 3:30 PM	Adobe Pro with Forms	\$80	KS Dept. of Transportation (KDOT) - <b>Ingrid Vandervort</b> at: <a href="mailto:Ingrid.Vandervort@ks.gov">Ingrid.Vandervort@ks.gov</a>	Eisenhower State Office Building	All Employees	Students will create PDF documents, convert to different formats, customize settings, edit documents, add bookmarks, etc. They will create interactive forms, import and export form data and print and batch process PDF documents.
1/9/2017 - 1/13/2017 8:00 AM - 5:00 PM	Case Management Basic Training	\$0*	KS Dept. of Corrections (KDOC) - <b>Kevin Smith</b> at: 291-3192 or <a href="mailto:kevin.smith@doc.ks.gov">kevin.smith@doc.ks.gov</a>	Douglas County Jail, Lawrence	Case Managers	This course provides the foundation for effective offender supervision and case management. This 5-day course is designed to build skills in effective case management and provides a combination of motivational interviewing and Effective Practices in Corrections Settings (EPICS-II) skills. Specific topics include: evidence-based practices, effective communication skills and motivational interviewing strategies; and EPICS skills which include session structure, relationship and coaching skills, relapse prevention, bridging skills, and intervention skills.
1/11/2017 8:30 AM to 3:30 PM	Excel Level 3	\$60	KS Dept. of Transportation (KDOT) - <b>Ingrid Vandervort</b> at: <a href="mailto:Ingrid.Vandervort@ks.gov">Ingrid.Vandervort@ks.gov</a>	Eisenhower State Office Building	All Employees	Summarize worksheet data by creating automatic subtotals; use the Data Validation feature to validate data entered in cells; use database functions to summarize list values that meet the criteria you specify; and use data forms to add data. Use the PivotTable and PivotChart Wizard to create a PivotTable for analyzing and comparing large amounts of data; change PivotTable view by moving fields and by hiding and showing details; improve the appearance of a PivotTable by changing its field settings and applying a format; and create a PivotChart to graphically display data from a PivotTable. Export data from Excel to a text file, and import data from a text file into an Excel workbook; import XML data into a workbook, and export data from a workbook to an XML data file; and use Microsoft Query and the Web query feature to import data from external databases
1/12/2017 8:30 AM to 3:30 PM	Word Level 3	\$60	KS Dept. of Transportation (KDOT) - <b>Ingrid Vandervort</b> at: <a href="mailto:Ingrid.Vandervort@ks.gov">Ingrid.Vandervort@ks.gov</a>	Eisenhower State Office Building	All Employees	Students will learn mail merge, create forms, work with and run macros. You will also create a master document, table of contents, footnotes, endnotes, and cross-references

1/18/2017 8:30 AM to 11:30 AM	Outlook: Organizing Your Inbox	\$50	KS Dept. of Transportation (KDOT) - <b>Ingrid Vandervort</b> at: <a href="mailto:Ingrid.Vandervort@ks.gov">Ingrid.Vandervort@ks.gov</a>	Eisenhower State Office Building	All Employees	This course is for people already familiar with using Outlook and will allow them to maintain a more efficient mailbox (or gain control of overwhelming mailboxes) by organizing mail folders, cleaning up folders, using rules, search folders, organizing use favorites, deleting and recovering messages and more.
1/18/2017 - 1/19/2017 8:30 AM to 3:30 PM	Access Level 2	\$80	KS Dept. of Transportation (KDOT) - <b>Ingrid Vandervort</b> at: <a href="mailto:Ingrid.Vandervort@ks.gov">Ingrid.Vandervort@ks.gov</a>	Eisenhower State Office Building	All Employees	Normalize tables, set table relationships, and implement referential integrity between related tables. Create a Lookup list field, modify Lookup field properties, and use a subdatasheet to add data to related tables. Create join queries, create calculated fields in a query, and use queries to view summarized and grouped data. Add unbound controls, graphics, calculated fields, and a combo box to a form.
1/23/2017 8:30 AM to 3:30 PM	Word Level 1	\$60	KS Dept. of Transportation (KDOT) - <b>Ingrid Vandervort</b> at: <a href="mailto:Ingrid.Vandervort@ks.gov">Ingrid.Vandervort@ks.gov</a>	Eisenhower State Office Building	All Employees	Explore the Word environment; create, save, and close documents; and use the Help system. Navigate in a document; use some of Words automated tasks; use basic editing techniques; and use the Undo and Redo commands. Select text; copy and move text; and use the Find and Replace commands to modify document text. Change the appearance of a document by applying character formats, by setting tabs, by aligning paragraphs and creating lists, and by setting paragraph indents and line spacing.
1/25/2017 10:00 AM - 11:30 AM	Emergency Management and the ADA	\$0*	KS Dept. of Admin (KDoA) <b>Jolene Flowers</b> at: <a href="mailto:jolene.flowers@ks.gov">jolene.flowers@ks.gov</a>	Landon State Office Building, Conference Room 560	All Employees	We do not plan for easy we plan for real.  In this course you will learn the accessibility requirements under the ADA during emergencies or similar situations. Updates will be provided on new regulations issued by CMS that follow these same principles. Everyone has a role to play during major events. As FEMA stresses, "We do not plan for easy we plan for real." As people with disabilities become more integrated into the society and workforce these requirements take on added importance.
1/25/2017 8:30 AM to 3:30 PM	Excel Level 1	\$60	KS Dept. of Transportation (KDOT) - <b>Ingrid Vandervort</b> at: <a href="mailto:Ingrid.Vandervort@ks.gov">Ingrid.Vandervort@ks.gov</a>	Eisenhower State Office Building	All Employees	Students will identify the main components of the Excel window and an Excel workbook. They will use the help feature, format text, numbers, data rows and columns. They will create sum, average, min, max and count functions using AutoSum. Students will create formulas that add, multiply and divide; insert and format charts. They will preview and control page set-up options, print a worksheet and a specific area of a worksheet.
1/26/2017 11:00 AM to 12:00 PM	Healthy Lifestyles: Changing the Way You Think About Diet and Exercise	\$0*	Employee Assistance Program (KDHE) - <b>Shannon Elwell</b> at: <a href="mailto:shannon.elwell@ks.gov">shannon.elwell@ks.gov</a> or <b>Alec Hawley</b> at: <a href="mailto:ahawley@compsych.com">ahawley@compsych.com</a>	Online	All Employees	It seems that every week a new study is published on the best way to control weight and increase fitness through changes in diet and exercise. It can be tough staying on top of the latest recommendations, especially when the studies sometimes seem to contradict one another! This workshop provides an overview of safe and effective strategies to improve overall fitness through manageable changes in diet and exercise. Of course, before beginning any changes in diet and exercise, it is best to first consult with your doctor.  <a href="http://www.kdheks.gov/hcf/healthquest/eapwebinars.htm">http://www.kdheks.gov/hcf/healthquest/eapwebinars.htm</a>
1/30/2017 - 1/31/2017 8:30 AM to 3:30 PM	Access Level 3	\$80	KS Dept. of Transportation (KDOT) - <b>Ingrid Vandervort</b> at: <a href="mailto:Ingrid.Vandervort@ks.gov">Ingrid.Vandervort@ks.gov</a>	Eisenhower Sunflower Training Room	All Employees	Use SQL statements and examine them in Access, write SQL statements to create queries, and attach an SQL statement to a command button. Create crosstab queries to summarize grouped data, create parameter queries to view results based on specified criteria, and create action queries to add, delete, and modify data in tables and to create new tables. Create and run macros to automate tasks and attach macros to the events of database objects. Create data validation and data-entry macros, create macros that run parameter queries, create the AutoKeys and AutoExec macros, and create macros to import and export database objects. Import Access objects into an active database from another Access database and from Excel, export objects from one active database to another Access database, export and import XML documents.
Please provide the employee's ID, full name and email address when requesting course registration. Accommodations are arranged and covered by the employee's agency.						
<b>*Any costs associated with providing this training are underwritten by the hosting agency. Individual agencies are responsible for their employees travel expenses.</b>						

February 2017 Course Information						
Date/ Time	Course Title	Course Fee	Contact to Register	Location	Target Audience	Description/Purpose
2/1/2017 8:30 AM to 4:00 PM	Tools for Crucial Conversations	\$0*	KS Dept. for Children & Families (DCF) - <b>Bill Griffiths</b> at: <a href="mailto:william.griffiths@ks.gov">william.griffiths@ks.gov</a>	DCF DDS, 2820 SW Fairlawn, Kansas Room, Topeka	Supervisors	Participants will be introduced to modes and tools that will enhance their ability to deal with difficult conversations. Dealing with a variety of scenarios which reflect conflict in the workplace, participants will be given the opportunity to be prepared to respond in a more positive and intentional way. Engaging in discussion that leads to two-way communication, dialogue, shared interests, mutual benefit and joint solutions for success will be important for participants. The outcomes proposed for the participants: successful application of skills in many workplace settings, including setting and monitoring clear expectations of performance based upon customer-centered services and workforce efficiencies.
2/2/2017 8:30 AM to 3:30 PM	Visio Basics	\$60	KS Dept. of Transportation (KDOT) - <b>Ingrid Vandervort</b> at: <a href="mailto:Ingrid.Vandervort@ks.gov">Ingrid.Vandervort@ks.gov</a>	Eisenhower Sunflower Training Room	All Employees	This course is for people with little to zero Visio experience. Students will learn to navigate in a file, work with stencils, select and resize objects, draw and reshape objects, plan a flowchart, create a simple organizational chart, format text/text blocks, create network, rack and brainstorm diagrams, use print features and more.
2/3/2017 10:30 AM to 11:30 AM	Great Minds	\$0*	KS Dept. of Admin (KDoA) <b>Craig Kibbe</b> at: <a href="mailto:craig.kibbe@ks.gov">craig.kibbe@ks.gov</a>	Landon State Office Building, Conference Room 560	All Employees	Collaborative discussions aimed to develop and connect our State of Kansas Workforce. The topic/article will vary from month to month, but generally involves leadership, innovation, communication or other trending workplace issues. Sessions occur the first Friday of each month at the same time and location. Register ahead to receive a link to the article that will be discussed. Please receive your supervisor's permission to attend.
2/7/2017 9:00 AM to 3:00 PM	Offender Job Preparation	\$0*	KS Dept. of Corrections (KDOC) - <b>Bev Fertig</b> at: <a href="mailto:beverly.fertig@doc.ks.gov">beverly.fertig@doc.ks.gov</a>	Saline County Sheriff's Department, Salina	Case Managers	This seminar is designed to provide case managers with the information and tools needed to assist offenders in finding and maintaining meaningful employment.
2/8/2017 8:30 AM to 3:30 PM	Stress and Time Management	\$0*	KS Dept. of Corrections (KDOC) - <b>Bev Fertig</b> at: <a href="mailto:beverly.fertig@doc.ks.gov">beverly.fertig@doc.ks.gov</a>	Saline County Sheriff's Department, Salina	Case Managers	This 6-hour course targets correctional fatigue and secondary trauma by assisting case managers to identify coping techniques and develop individual methods to combat stress and stressors. It also looks at time management techniques which can have an effect on stress and increase productivity.
2/8/2017 8:30 AM to 3:30 PM	Excel Level 2	\$60	KS Dept. of Transportation (KDOT) - <b>Ingrid Vandervort</b> at: <a href="mailto:Ingrid.Vandervort@ks.gov">Ingrid.Vandervort@ks.gov</a>	Eisenhower State Office Building	All Employees	Students will work with concepts such as consolidating data, creating a workspace, adding comments to cells and workbooks, define and apply cell and range names, create and manage templates, publish a worksheet as a PDF file, use advanced formatting techniques, sort lists and create and format a table. They will also save a worksheet as a Web page, use the AutoRepublish feature, insert and edit hyperlinks in worksheets, and send a workbook via e-mail.
2/8/2017 9:30 AM to 12:00 PM	Performance Management Process (PMP)	\$0*	KS Dept. of Admin (KDoA) <b>Jolene Flowers</b> at: <a href="mailto:jolene.flowers@ks.gov">jolene.flowers@ks.gov</a>	Landon State Office Building Room 560, Topeka	Supervisors	This course highlights the changes in the performance management from the previous version to the current form and procedural changes regarding special evaluations. This course covers how to create meaningful objectives, competencies and discusses how specific attendee's issues could be addressed.
2/9/2017 - 2/10/2017 8:30 AM to 3:30 PM	Access Level 1	\$80	KS Dept. of Transportation (KDOT) - <b>Ingrid Vandervort</b> at: <a href="mailto:Ingrid.Vandervort@ks.gov">Ingrid.Vandervort@ks.gov</a>	Eisenhower State Office Building	All Employees	Organize data efficiently by using a database management system; start Access and open Access databases; and use the Help feature. Plan and create a database; use Datasheet view and Design view; and create tables and work in tables. Modify a table's design; use the Find feature and the spelling checker; and sort, filter, and delete records. Set field properties; create input masks; set validation rules; and create single and multiple-field indices. Create queries, and sort and filter the results; modify queries; and perform operations in queries. Create, modify, and work with forms; and use them to find, sort, and filter records. Create reports by using Auto Report, the Report Wizard, Design view, and queries; and modify and print report.
2/14/2017 8:30 AM to 3:30 PM	Word Level 2	\$60	KS Dept. of Transportation (KDOT) - <b>Ingrid Vandervort</b> at: <a href="mailto:Ingrid.Vandervort@ks.gov">Ingrid.Vandervort@ks.gov</a>	Eisenhower State Office Building	All Employees	Create and format sections in a document, create multiple columns, and sort text in columns. Work with tables by formatting the cell text, resizing rows and columns, adding borders and shading, using the Table Auto Format command, and drawing a table. Import Excel data into Word tables, use formulas to perform calculations, and link and embed Excel data. Create and modify styles to format text and to set up and use different views, including Outline view, the Document Map pane, and thumbnails. Create and manipulate Headers and Footers. Working with Styles. Creating labels and envelopes. Working with Graphics Revisions in a document.

2/15/2017 - 2/16/2017 8:30 AM to 3:30 PM	SQL Fundamentals	\$80	KS Dept. of Transportation (KDOT) - <b>Ingrid Vandervort</b> at: <a href="mailto:Ingrid.Vandervort@ks.gov">Ingrid.Vandervort@ks.gov</a>	Eisenhower State Office Building	All Employees	This is a basic introduction to SQL. Students will learn about retrieving data from a table, using operators, functions, joins and subqueries. Upon class completion students will receive a certificate.
2/21/2017 9:00 AM to 3:00 PM	Write It Right!	\$0*	KS Dept. of Corrections (KDOC) - <b>Bev Fertig</b> at: <a href="mailto:beverly.fertig@doc.ks.gov">beverly.fertig@doc.ks.gov</a>	Lansing Correctional Facility, Lansing	All Employees	A five-hour seminar on effective and professional written communication skills. Written communication skills covered in this course include business letters, reports, logs, memos, meeting notes and e-mail.
2/21/2017 - 2/22/2017 8:30 AM to 3:30 PM	Crystal Reports Writer Level 1	\$270	KS Dept. of Transportation (KDOT) - <b>Ingrid Vandervort</b> at: <a href="mailto:Ingrid.Vandervort@ks.gov">Ingrid.Vandervort@ks.gov</a>	Eisenhower State Office Building	All Employees	This is designed for new users of Crystal Reports 2013. Some of the topics covered include a review of the software features, report design, and the creation of presentation quality reports.
2/23/2017 8:30 AM to 3:30 PM	Outlook Level 1	\$60	KS Dept. of Transportation (KDOT) - <b>Ingrid Vandervort</b> at: <a href="mailto:Ingrid.Vandervort@ks.gov">Ingrid.Vandervort@ks.gov</a>	Eisenhower State Office Building	All Employees	Students will learn how to configure an e-mail account, read, create, and send messages, and work with file attachments. They'll also learn how to organize messages, set delivery options, print messages, set up a mail merge, work with contacts and tasks, use the Calendar, and manage their Outlook folders.
2/23/2017 11:00 AM to 12:00 PM	Healthy Food Choices on the Go	\$0*	Employee Assistance Program (KDHE) - <b>Shannon Elwell</b> at: <a href="mailto:shannon.elwell@ks.gov">shannon.elwell@ks.gov</a> or <b>Alec Hawley</b> at: <a href="mailto:ahawley@compsych.com">ahawley@compsych.com</a>	Online	All Employees	Don't allow changes in your normal routine to cause you to fall off track with good nutrition. Whether you are a frequent traveler, packing meals to bring to work or spending more time in your car lately, "Healthy Food Choices on the Go" will help you identify opportunities to improve your food choices no matter what situation you find yourself in.  <a href="http://www.kdheks.gov/hcf/healthquest/eapwebinars.htm">http://www.kdheks.gov/hcf/healthquest/eapwebinars.htm</a>
Please provide the employee's ID, full name and email address when requesting course registration. Accommodations are arranged and covered by the employee's agency.						
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March 2017 Course Information						
Date/ Time	Course Title	Course Fee	Contact to Register	Location	Target Audience	Description/Purpose
3/1/2017 - 3/2/2017 8:30 AM to 3:30 PM	Access Level 2	\$80	KS Dept. of Transportation (KDOT) - <b>Ingrid Vandervort</b> at: <a href="mailto:Ingrid.Vandervort@ks.gov">Ingrid.Vandervort@ks.gov</a>	Eisenhower State Office Building	All Employees	Normalize tables, set table relationships, and implement referential integrity between related tables. Create a Lookup list field, modify Lookup field properties, and use a subdatasheet to add data to related tables. Create join queries, create calculated fields in a query, and use queries to view summarized and grouped data. Add unbound controls, graphics, calculated fields, and a combo box to a form.
3/6/2017 8:30 AM to 3:30 PM	Excel/Access Integration	\$60	KS Dept. of Transportation (KDOT) - <b>Ingrid Vandervort</b> at: <a href="mailto:Ingrid.Vandervort@ks.gov">Ingrid.Vandervort@ks.gov</a>	Eisenhower State Office Building	All Employees	This is for students with Excel and Access experience. It is recommended that students in this class have taken at least Access Level Three and Excel Level One (or have equivalent experience). Knowledge of the normalization or design view of forms or macros is essential. Students in this class will learn how to prepare an Excel spreadsheet to integrate within Access, create action queries to separate the list into multiple tables and create a macro to automate the process.
3/7/2017 8:30 AM to 3:30 PM	Excel Level 3	\$60	KS Dept. of Transportation (KDOT) - <b>Ingrid Vandervort</b> at: <a href="mailto:Ingrid.Vandervort@ks.gov">Ingrid.Vandervort@ks.gov</a>	Eisenhower State Office Building	All Employees	Summarize worksheet data by creating automatic subtotals; use the Data Validation feature to validate data entered in cells; use database functions to summarize list values that meet the criteria you specify; and use data forms to add data.Use the PivotTable and PivotChart Wizard to create a PivotTable for analyzing and comparing large amounts of data; change PivotTable view by moving fields and by hiding and showing details; improve the appearance of a PivotTable by changing its field settings and applying a format; and create a PivotChart to graphically display data from a PivotTable.Export data from Excel to a text file, and import data from a text file into an Excel workbook; import XML data into a workbook, and export data from a workbook to an XML data file; and use Microsoft Query and the Web query feature to import data from external databases



3/8/2017 8:30 AM to 3:30 PM	Word Level 3	\$60	KS Dept. of Transportation (KDOT) - <b>Ingrid Vandervort</b> at: <a href="mailto:Ingrid.Vandervort@ks.gov">Ingrid.Vandervort@ks.gov</a>	Eisenhower State Office Building	All Employees	Students will learn mail merge, create forms, work with and run macros. You will also create a master document, table of contents, footnotes, endnotes, and cross-references
3/9/2017 8:30 AM to 3:30 PM	Outlook Level 2	\$60	KS Dept. of Transportation (KDOT) - <b>Ingrid Vandervort</b> at: <a href="mailto:Ingrid.Vandervort@ks.gov">Ingrid.Vandervort@ks.gov</a>	Eisenhower Sunflower Training Room	All Employees	Students will customize the Outlook environment via the Ribbon, Quick Access Toolbar, To-Do Bar and Reading Pane. They will create groups, shortcuts and address books; customize email options, set alerts and use voting buttons. They will use and customize instant search of the Inbox, all folders, Contacts, Tasks and Calendar. Students will also use categories, Rules and Automatic Reply messages. They will use advanced methods of setting up, organizing and moving items within folders and sub-folders (including folder clean-up and deletion of folders). They will create, delete and use public folders and learn to post and delete items within public folders.
3/15/2017 8:30 AM to 12:00 PM	Learning to Lead	\$0*	KS Dept. of Admin (KDoA) <b>Jolene Flowers</b> at: <a href="mailto:jolene.flowers@ks.gov">jolene.flowers@ks.gov</a>	Landon State Office Building Room 560, Topeka	Non-Supervisory Employees	This course is designed for employees who are not currently in a leadership role, but hope to be someday. You will be walked through a process you can use to grow and equip yourself, so you can be in a position to lead <u>before</u> you find yourself in a leadership position. Topics include identifying your personal leadership identity, developing a personal credo, looking at the leadership characteristics needed for the future, and discovering the personal values that influence your attitudes and behavior.
3/15/2017 - 3/16/2017 8:30 AM to 4:30 PM	Leadership and Supervisory Issues	\$0*	KS Dept. for Children & Families (DCF) - <b>Bill Griffiths</b> at: <a href="mailto:william.griffiths@ks.gov">william.griffiths@ks.gov</a>	DCF DDS, 2820 SW Fairlawn, Kansas Room, Topeka	New Supervisors to attend both days	This course is a highly interactive course which includes the following topics: Creating a Positive Work Environment; Appreciating Diversity; Teamwork; Conflict Management; Coaching; Feedback; Problem Solving and Communication. Participants learn and practice new knowledge and skills for on-the-job application through activities completed in the classroom.
3/15/2017 - 3/16/2017 8:30 AM to 4:30 PM	<a href="#">Comprehensive Project Management</a>	\$245	Office of Information Technology Services (OITS) <b>Sara Spinks</b> at: <a href="mailto:kito@ks.gov">kito@ks.gov</a>	2800 SW Topeka Blvd., Nickell Memorial Armory, Rm 166, Topeka, KS	IT Project Managers, IT Project Team Members	This intensive two-day course will focus on ways to run project faster and more effectively. This course will recommend a six-phase process, as well as numerous preventative actions to efficiently speed up a project. Participants will learn how to successfully create, monitor and guide the project's scope and critical path, and how to manage multiple projects. Participants will diagnose and prevent problems such as scope creep, time slippage, and team conflicts. This course will follow the Project Management Institute's knowledge areas of the PMBOK® Guide. Students will use discussion, cases, and group activities to facilitate the course.
3/21/2017 - 3/23/2017 8:30 AM to 3:30 PM	Crystal Reports Writer Level 2	\$400	KS Dept. of Transportation (KDOT) - <b>Ingrid Vandervort</b> at: <a href="mailto:Ingrid.Vandervort@ks.gov">Ingrid.Vandervort@ks.gov</a>	Eisenhower State Office Building	All Employees	This three day workshop is designed for experienced Crystal Report users. The intent of the course is to increase the design skills and expand into the expert features and powerful functionality of Crystal Reports. This workshop delves into the most complex techniques used for creating reports and solving reporting problems, as well as hands-on practice time with formula solutions.
3/23/2017 11:00 AM to 12:00 PM	Developing Will Power and Self Control to Change Behavior	\$0*	Employee Assistance Program (KDHE) - <b>Shannon Elwell</b> at: <a href="mailto:shannon.elwell@ks.gov">shannon.elwell@ks.gov</a> or <b>Alec Hawley</b> at: <a href="mailto:ahawley@compsych.com">ahawley@compsych.com</a>	Online	All Employees	Establishing self-control over behaviors such as overeating, smoking, gambling, pornography consumption, shopping, and other addictive behaviors can be extremely difficult and discouraging. This course will address the nature of will power and how to develop self control for effective behavioral change.  <a href="http://www.kdheks.gov/hcf/healthquest/eapwebinars.htm">http://www.kdheks.gov/hcf/healthquest/eapwebinars.htm</a>
3/30/2017 1:00 PM to 5:00 PM	<a href="#">Kansas Project Management Methodology Executive Overview</a>	\$0*	Office of Information Technology Services (OITS) <b>Sara Spinks</b> at: <a href="mailto:kito@ks.gov">kito@ks.gov</a>	2800 SW Topeka Blvd., Nickell Memorial Armory, Rm 166, Topeka, KS	IT Project Managers, IT Project Team Members	The course introduces participants to the State of Kansas Project Management Methodology (PMM). Participants will learn how Project Management Methodology evolved in the State of Kansas. The course is designed to provide an understanding of project concepts, roles and responsibilities, the planning process, and project phases. Participants will learn the purpose of PMM and the importance of it to a project's success. The course also covers the importance of the roles and responsibilities of each team member on the project. Lastly, participants will be walked through all of the documentation that is submitted during planning, execution, and close-out.

Please provide the employee's ID, full name and email address when requesting course registration. Accommodations are arranged and covered by the employee's agency.

**\*Any costs associated with providing this training are underwritten by the hosting agency. Individual agencies are responsible for their employees travel expenses.**

April 2017 Course Information						
Date/ Time	Course Title	Course Fee	Contact to Register	Location	Target Audience	Description/Purpose
4/3/2017 - 4/7/2017 8:00 AM - 5:00 PM	Case Management Basic Training	\$0*	KS Dept. of Corrections (KDOC) - <b>Kevin Smith</b> at: 291-3192 or <a href="mailto:kevin.smith@doc.ks.gov">kevin.smith@doc.ks.gov</a>	Wichita Parole Office, Wichita	Case Managers	This course provides the foundation for effective offender supervision and case management. This 5-day course is designed to build skills in effective case management and provides a combination of motivational interviewing and Effective Practices in CorrectionsI Settings (EPICS-II) skills. Specific topics include: evidence-based practices, effective communication skills and motivational interviewing strategies; and EPICS skills which include session structure, relationship and coaching skills, relapse prevention, bridging skills, and intervention skills.
4/4/2017 8:30 AM to 4:30 PM	<a href="#">Microsoft Project 2016 - Basics</a>	FEES: One Class: \$140. Two Classes: \$245. Three Classes: \$350.	Office of Information Technology Services (OITS) <b>Sara Spinks</b> at: <a href="mailto:kito@ks.gov">kito@ks.gov</a>	2800 SW Topeka Blvd., Bldg 100, Topeka, KS	IT Project Managers, IT Project Team Members	This one day course will focus on helping individuals who use Microsoft Office Project Professional 2016. The course will cover the critical skills necessary to create and modify a project plan file in Microsoft Project. Various skills related to the project plan that will be addressed include creating tasks, managing resources, and organizing resource assignments. By the end of this course, attendees will be able to create a project plan file containing tasks and organize these tasks in a work breakdown structure containing task relationships. They will also be able to crease and assign resources and finalize the project to implement the project plan. Students will use Microsoft Project 2016 Professional to work through example modules and create their own project plan.
4/5/2017 8:30 AM to 4:30 PM	<a href="#">Microsoft Project 2016 - Intermediate</a>	FEES: One Class: \$140. Two Classes: \$245. Three Classes: \$350.	Office of Information Technology Services (OITS) <b>Sara Spinks</b> at: <a href="mailto:kito@ks.gov">kito@ks.gov</a>	2800 SW Topeka Blvd., Bldg 100, Topeka, KS	IT Project Managers, IT Project Team Members	This one day course will build upon the basic skills students learned in the Microsoft Project 2016 Basics course. This course will go beyond simply preparing a Project Plan and actually look at the skills needed to use Microsoft Project during the Project Implementation phase. By the end of this course, students will be able to exchange project plan data with other software applications, update current and past project plans, produce custom reports in a variety of Medias, and reuse project plan information in other current or future projects. Students will use Microsoft Project 2016 Professional to work through example modules and create their own project plan.
4/6/2017 8:30 AM to 4:30 PM	<a href="#">Microsoft Project 2016 - Advanced</a>	FEES: One Class: \$140. Two Classes: \$245. Three Classes: \$350.	Office of Information Technology Services (OITS) <b>Sara Spinks</b> at: <a href="mailto:kito@ks.gov">kito@ks.gov</a>	2800 SW Topeka Blvd., Bldg 100, Topeka, KS	IT Project Managers, IT Project Team Members	This one day course will build upon the basic skills students learned in Microsoft Project 2016 Intermediate course. After completing this focused course, students will be prepared to customize the project working environment, project information, and reporting in the project. Additionally, students will have the confidence to handle resources across large or multiple projects. Students will use Microsoft Project 2016 Professional to work through example modules and create their own project plan.
4/10/2017 - 4/11/2017 8:30 AM to 4:30 PM	<a href="#">Mastering the Interview and Gathering of Project Requirements</a>	\$245	Office of Information Technology Services (OITS) <b>Sara Spinks</b> at: <a href="mailto:kito@ks.gov">kito@ks.gov</a>	2800 SW Topeka Blvd., Nickell Memorial Armory, Rm 166, Topeka, KS	IT Project Managers, IT Project Team Members	This two-day course will focus on ways to gather detailed, specific, and quantifiable requirements for the project. This course will teach students how to analyze the information and expedite the desired goals, objectives, and outcomes given by the customer. Participants will understand how to move beyond the gathering of basic or surface level requirements discussed by the customer to those which are detailed and measureable and needed for project success. This course will follow one or more of Project Management Institute's knowledge areas of the PMBOK® Guide.
4/11/2017 8:30 AM to 4:00 PM	Tools for Crucial Conversations	\$0*	KS Dept. for Children & Families (DCF) - <b>Bill Griffiths</b> at: <a href="mailto:william.griffiths@ks.gov">william.griffiths@ks.gov</a>	DCF DDS, 2820 SW Fairlawn, Kansas Room, Topeka	Supervisors	Participants will be introduced to modes and tools that will enhance their ability to deal with difficult conversations. Dealing with a variety of scenarios which reflect conflict in the workplace, participants will be given the opportunity to be prepared to respond in a more positive and intentional way. Engaging in discussion that leads to two-way communication, dialogue, shared interests, mutual benefit and joint solutions for success will be important for participants. The outcomes proposed for the participants: successful application of skills in many workplace settings, including setting and monitoring clear expectations of performance based upon customer-centered services and workforce efficiencies.
4/12/2017 - 4/13/2017 8:30 AM to 4:30 PM	<a href="#">Project Scheduling</a>	\$245	Office of Information Technology Services (OITS) <b>Sara Spinks</b> at: <a href="mailto:kito@ks.gov">kito@ks.gov</a>	2800 SW Topeka Blvd., Nickell Memorial Armory, Rm 166, Topeka, KS	IT Project Managers, IT Project Team Members	This two-day course will review the basic concepts of the project management process with the emphasis content being on the planning and scheduling process. Participants will explore the Schedule Development Process as diagrammed by Project Management Institute. Areas include creating a WBS, defining activities, creating a network diagram, estimating activity durations and resources, developing the schedule, and creating a baseline. This course will follow one or more of Project Management Institute's knowledge areas of the PMBOK® Guide. Students will use discussion, cases, and group activities to facilitate the course.

4/25/2017 8:30 AM to 4:30 PM	Building High Performance Teams	\$0*	KS Dept. for Children & Families (DCF) - <b>Bill Griffiths</b> at: <a href="mailto:william.griffiths@ks.gov">william.griffiths@ks.gov</a>	Landon State Office Bldg Conference Room 509	All Employees	To equip employees with knowledge and tools needed to build and support highly performing teams in the dynamic workplace of today.
4/27/2017 1:00 PM to 4:30 PM	Getting the Most Out of Your Time: Realistic Time Management Fundamentals	\$0*	KS Dept. for Children & Families (DCF) - <b>Bill Griffiths</b> at: <a href="mailto:william.griffiths@ks.gov">william.griffiths@ks.gov</a>	Landon State Office Bldg Conference Room 509	All Employees	To provide practical tools, practices and tips for assessing, developing, and applying time management skills in order to increase effectiveness and efficiency in the workplace even in these hectic, fast changing times.
Please provide the employee's ID, full name and email address when requesting course registration. Accommodations are arranged and covered by the employee's agency.						
<b>*Any costs associated with providing this training are underwritten by the hosting agency. Individual agencies are responsible for their employees travel expenses.</b>						

May 2017 Course Information						
Date/ Time	Course Title	Course Fee	Contact to Register	Location	Target Audience	Description/Purpose
5/1/2017 - 5/2/2017 8:30 AM to 4:30 PM	<a href="#">Dealing with Conflict and Negativity in a Project Management Environment</a>	\$245	Office of Information Technology Services (OITS) <b>Sara Spinks</b> at: <a href="mailto:kito@ks.gov">kito@ks.gov</a>	2800 SW Topeka Blvd., Nickell Memorial Armory, Rm 166, Topeka, KS	IT Project Managers, IT Project Team Members	This two-day course will focus on ways to reduce professional or personal conflict and negativity. Participants will gain insight into ways to acquire control of volatile situations and prevent anger from escalating. They will learn how to turn negative situations around. They will receive clear steps of action for getting to the root of the conflict. Attendees will examine why negative situations ripple into every area of the organization. They will discover ways to facilitate bad situations, techniques for gaining consensus, and simple confrontation techniques that reduce stress. They will create approaches which will turn a negative situation into an optimistic workforce. Students will use discussion, cases, and group activities to facilitate the course.
5/4/2017 8:30 AM to 4:30 PM	How to Provide Superb Customer Service	\$0*	KS Dept. for Children & Families (DCF) - <b>Bill Griffiths</b> at: <a href="mailto:william.griffiths@ks.gov">william.griffiths@ks.gov</a>	Landon State Office Building Room 509, Topeka	All Employees	Provided in a small group setting, this course provides basic information on providing good customer services; identifying who our customers are; how to deal with difficult customers; and why customer service is so important to what we do every day in our work.
5/9/2017 9:00 AM to 3:00 PM	Offender Job Preparation	\$0*	KS Dept. of Corrections (KDOC) - <b>Bev Fertig</b> at: <a href="mailto:beverly.fertiq@doc.ks.gov">beverly.fertiq@doc.ks.gov</a>	Douglas County Jail, Lawrence	Case Managers	This seminar is designed to provide case managers with the information and tools needed to assist offenders in finding and maintaining meaningful employment.
5/10/2017 8:30 AM to 3:30 PM	Stress and Time Management	\$0*	KS Dept. of Corrections (KDOC) - <b>Bev Fertig</b> at: <a href="mailto:beverly.fertiq@doc.ks.gov">beverly.fertiq@doc.ks.gov</a>	Douglas County Jail, Lawrence	Case Managers	This 6-hour course targets correctional fatigue and secondary trauma by assisting case managers to identify coping techniques and develop individual methods to combat stress and stressors. It also looks at time management techniques which can have an effect on stress and increase productivity.
5/24/2017 - 5/25/2017 8:30 AM to 4:30 PM	Leadership and Supervisory Issues	\$0*	KS Dept. for Children & Families (DCF) - <b>Bill Griffiths</b> at: <a href="mailto:william.griffiths@ks.gov">william.griffiths@ks.gov</a>	DCF DDS, 2820 SW Fairlawn, Kansas Room, Topeka	New Supervisors to attend both days	This course is a highly interactive course which includes the following topics: Creating a Positive Work Environment; Appreciating Diversity; Teamwork; Conflict Management; Coaching; Feedback; Problem Solving and Communication. Participants learn and practice new knowledge and skills for on-the-job application through activities completed in the classroom.
Please provide the employee's ID, full name and email address when requesting course registration. Accommodations are arranged and covered by the employee's agency.						
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June 2017 Course Information						
Date/ Time	Course Title	Course Fee	Contact to Register	Location	Target Audience	Description/Purpose
6/8/2017 8:30 AM to 4:00 PM	Tools for Crucial Conversations	\$0*	KS Dept. for Children & Families (DCF) - <b>Bill Griffiths</b> at: <a href="mailto:william.griffiths@ks.gov">william.griffiths@ks.gov</a>	DCF DDS, 2820 SW Fairlawn, Kansas Room, Topeka	Supervisors	Participants will be introduced to modes and tools that will enhance their ability to deal with difficult conversations. Dealing with a variety of scenarios which reflect conflict in the workplace, participants will be given the opportunity to be prepared to respond in a more positive and intentional way. Engaging in discussion that leads to two-way communication, dialogue, shared interests, mutual benefit and joint solutions for success will be important for participants. The outcomes proposed for the participants: successful application of skills in many workplace settings, including setting and monitoring clear expectations of performance based upon customer-centered services and workforce efficiencies.
Please provide the employee's ID, full name and email address when requesting course registration. Accommodations are arranged and covered by the employee's agency.						
<b>*Any costs associated with providing this training are underwritten by the hosting agency. Individual agencies are responsible for their employees travel expenses.</b>						